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Personnel



**AWARDS, CEREMONIES AND HONORS, AIR
FORCE RESERVE COMMAND RECRUITING
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction lists awards sponsored by the Director of Air Force Reserve Recruiting Service (HQ AFRC/RS) and establishes criteria to attain them. It applies to all Reserve recruiting personnel and implements AFRD 36-28, *Awards and Decorations Programs*. It is subordinate to AFRCI 36-2801, *Air Force Reserve Awards Program*. Do not confuse these awards with military decorations, Air Force-sponsored awards, or gaining major command (MAJCOM)-sponsored awards. Refer questions or suggested changes to Headquarters Air Force Reserve Recruiting Service, Operations Branch (HQ AFRC/RSOO), 155 Second Street, Robins AFB GA 31098-1635.

SUMMARY OF REVISIONS

This revision includes NAF/RS responsibilities, modifies and clarifies criteria for quarterly and annual awards, and adds items 2, 8, 17, and 19 to **Table 2**. A (|) indicates revisions from the previous edition.

1. Objective. HQ AFRC/RS and each NAF/RS present the awards listed in this instruction to stimulate competition and increase productivity among operating locations (OL), senior recruiters, and individual recruiters. HQ AFRC personnel are also recognized for their outstanding contributions to and in support of the Reserve Recruiting mission. Awards not contained in **Table 1**. or **Table 2**. are prohibited unless approved by HQ AFRC/RS.

2. References. AFRCI 36-2801, *Air Force Reserve Awards Program*.

3. Responsibilities:

3.1. Director of Recruiting:

- 3.1.1. Provides for recognition, development, and administration of a Reserve Recruiting awards program.
- 3.1.2. Ensures the timeliness and accuracy of information is paramount regarding the awards program.
- 3.1.3. Arranges appropriate awards ceremonies.
- 3.1.4. Authorizes appropriated funds for reasonable costs of trophies, plaques, etc., to recognize mission accomplishment.

3.2. Recruiting Operations Branch:

- 3.2.1. Determines award winners.
- 3.2.2. Submits a list of annual award winners and congratulatory letters to HQ AFRC Recruiting Resources and Budget Division (HQ AFRC/RSS).
- 3.2.3. Office of Primary Responsibility (OPR) for questions or suggested changes.

3.3. Recruiting Resources and Budget Division:

- 3.3.1. HQ AFRC/RSS has sole responsibility for the procurement and purchase of all annual and incentive Reserve Recruiting awards.
- 3.3.2. Coordinates with HQ AFRC/RSP to ensure the accuracy of the award winner's name and rank.
- 3.3.3. Submits awards for engraving.
- 3.3.4. Packages and mails awards and HQ AFRC/RS congratulatory letters to the appropriate Numbered Air Force flight commanders/senior recruiters.
- 3.3.5. Ensures awards are setup and ready for presentation at national workshops and award winner's workshops.

3.4. Health Professions Recruiting Branch:

- 3.4.1. HQ AFRC/RSOH recommends areas for health professions recruiting recognition (awards) in coordination with HQ AFRC/RSOO.
- 3.4.2. Administers physician recruiter awards (including top physician referral award) in coordination with HQ AFRC/RSOO.

3.5. Numbered Air Force (NAF) Recruiting:

- 3.5.1. NAF recruiting flight commanders are responsible for procuring Reserve recruiting quarterly awards as outlined in this instruction.
- 3.5.2. Flight commanders and senior recruiters will not purchase plaques, trophies or other commodities for retirement, 10, 15, or 20 year incentive awards with recruiting funds.

4. Recruiter Awards. **Table 1.** and **Table 2.** contain the title, purpose, eligibility, description, and criteria for annual and quarterly awards presented by Reserve Recruiting. In cases of ties, duplicate awards will be presented. To be eligible for an award, overall RS recruiting goal (unit/IMA) must be achieved. Sub-goals by category are not considered across the board.

- 5. Frequency of Awards and Reporting Period.** All awards listed in [Table 1.](#) and [Table 2.](#) Are presented on the previous quarter or fiscal year production. Quarterly awards are considered NAF competitions. Annual awards are both NAF and national competitions.
- 6. Method of Presentation.** HQ AFRC/RS, NAF/RS, or the appropriate wing commander (Wg/CC), presents awards at an appropriate ceremony (for example, national workshop, training meeting, or local wing commander's call).
- 7. Source of Evaluation.** Accession data in the Recruiting Automated Management System (RAMS) is used to determine award winners.
- 8. Selection Procedures.** Accession data provided by HQ AFRC/RSOO determines selections for awards. In unusual circumstances, HQ AFRC/RS may exercise discretion in determining award winners.
- 9. How Recipients are Notified.** HQ AFRC/RS, NAF/RS, and/or the appropriate Wg/CC notify recipients when practical after selection.
- 10. Timeline.** For annual awards, RSOO will determine the award winners within 30 days of RAMS closeout and provide letters within 45 days to RSS.

Table 1. Special Awards (Annual).

ITEM	A	B	C	D	E
	Title Of Award	Purpose	Eligibility	Criteria	See Notes
1	Outstanding HQ AFRC/RS Support NCO Award	Recognize outstanding efforts of a HQ NCO in support of the recruiting mission.	All NCOs (E-8 and below) assigned to HQ AFRC/RS	Extraordinary diligence, competence, and dedication in support of the Air Force Reserve Recruiting mission.	1, 4
2	Personnel and Public Affairs Award	Recognize outstanding contributions by unit personnel and public affairs staffs in support of the recruiting mission.	Must be either an individual or staff assigned to the same unit location as the Reserve recruiting staff.	Outstanding contributions to the recruiting efforts of the unit Reserve recruiting mission.	2, 4
3	Outstanding Reserve Recruiting Support Award	Recognize outstanding support rendered by various staff agencies and/or individuals to the Reserve recruiting mission.	All support functions or individuals.	Extraordinary diligence, competence, and dedication in support of the Air Force Reserve Recruiting mission.	2, 4
4	Colonel Thomas M. McNish Physician Recruiting Excellence Award	Recognize top Air Force or Air Force Reserve Medical Officer, who, in partnership with Air Force Reserve Health Professions Recruiters, contributes to accessing the most physicians.	Any active duty Air Force medical officer or participating Air Force Reserve medical officer.	Extraordinary diligence, competence, and dedication that contributed to accessing the highest number of physicians into the Selected Reserve and/or stipend program.	3, 5

NOTES:

1. Nominations are made by the recruiting manager, endorsed by NAF/RS, and include:
 - a. A cover letter identifying the nominee.
 - b. An attached written narrative no more than two pages.
 - c. Forward the written recommendation to AFRRCS/CCF within 15 days prior to the end of the FY.

2. The recruiting manager, NAF/RS, and/or HQ AFRC/RS staff nominate individuals for consideration. Packages must arrive at HQ AFRC/RSOO within 15 days prior to the end of the fiscal year. Forward a written narrative supporting the nomination to the next higher echelon not later than 10 days following the end of the fiscal year.
3. Any Air Force Reserve recruiter, unit commander, or participating medical reservist, may submit a letter to nominate an individual. Nominations are forwarded for endorsement by NAF/RS to HQ AFRC/RSOH. These nominations need to arrive by 1 July. The nomination must include a summary of accomplishments and a citation prepared according to AFI 36-2805, Special Trophies and Awards.
4. Selection is made by a panel appointed by the Director of Reserve Recruiting.
5. Recipient is determined by a five-member panel consisting of the Chief of Health Professions Recruiting Branch, HQ AFRC/RSOH, two members of the Air Force Reserve Physician Recruiting team, and two Reserve physicians participating in the Selected Reserve; one selected by USAF/REM, command surgeon, and one selected by the Senior Medical Officer Group (SMOG).

Table 2. HQ AFRC/RS Nominated Awards. (See Note 1).

I T E M	A	B	C	D	E	F
	Title of Award	Purpose	Eligibility	Criteria	Frequency	See Note
1	Top Rookie Recruiter Award	Recognize top rookie recruiter	All rookie recruiters (no previous recruiting experience)	Highest per-cent RS goal	Annual	2, 8
2	Top Newcomer Award	Recognize top recruiting new-comer	New AFRC recruiters (with previous military recruiting experience)	Highest per-cent RS goal	Annual	2,8
3	Top Line Recruiter Award	Recognize top line recruiter	All line recruiters	Highest per-cent RS goal	Annual/ Quarterly	8
4	Top IMA Line Recruiter Award	Recognize top IMA line recruiter	All line recruiters	Highest per-cent RS IMA goal	Annual	8
5	Top NPS Award	Recognize top NPS line recruiter	All line recruiters	Highest number of NPS accessions over 20	Annual/ Quarterly	
6	Top In-Service Recruiter (ISR) Award	Recognize top ISR recruiter	All ISRs	Highest per-cent RS goal	Annual/ Quarterly	
7	Top IMA In-Service Recruiter Award	Recognize top IMA in-service recruiter	All ISRs	Highest per-cent over RS IMA expectation (minimum 10 IMA accessions)	Annual	

I T E M	A	B	C	D	E	F
	Title of Award	Purpose	Eligibility	Criteria	Frequency	See Note
8	Top Physician Recruiter Support Award	Recognize top ISR/line recruiter assisting physician/dentist recruiting	All ISRs/line recruiters	Validated assistance from line/ISRs resulting in unit, IMA, or stipend accessions	Annual	9
9	Top Physician Recruiter Award	Recognize top physician recruiter	All physician recruiters	Highest percent RS goal	Annual/ Quarterly	
10	Top Unit Physician Recruiter Award	Recognize top unit physician recruiter	All physician recruiters	Highest percent RS unit goal	Annual	
11	Two Per Week Award	Recognize recruiters who average 2 accessions per week	All recruiters	Minimum of 26 accessions per quarter	Quarterly	3
12	Seven Per Quarter Award	Recognize physician recruiters who access 7 Sel Res physicians in the quarter	All physician recruiters	Minimum of 7 unit/IMA physician accessions per quarter (not counting stipend)	Quarterly	
13	Superior Achievement Award	Recognize recruiters for superior performance	All recruiters	Highest percent over RS goal (Top 36 line, top 11 ISRs, and the top 3 physician recruiters)	Annual	4, 8

I T E M	A	B	C	D	E	F
	Title of Award	Purpose	Eligibility	Criteria	Frequency	See Note
14	Century Club	Recognize recruiters who attain 100 or more accessions/points	All recruiters	At least 100 accessions/points	Annual	5
15	Top Allied Health Recruiter Award	Recognize top allied health recruiter	All line recruiters	Highest number of allied health accessions	Annual	
16	OL Recruiting Excellence Award	Recognize OLs for superior performance	All OLs	(note 6)	Annual	6
17	NAF Recruiting Excellence Award	Recognize NAFs for superior performance	All NAF/RS locations	(note 6)	Annual	6
18	Outstanding Team Achievement Award	Recognize top OL for outstanding performance throughout the year	All main operating locations	Whole person/team concept (i.e., production, management, etc.) Must meet criteria for item 14. Selected by RS	Annual	

I T E M	A	B	C	D	E	F
	Title of Award	Purpose	Eligibility	Criteria	Frequency	See Note
19	Outstanding NAF/RS Achievement Award	Recognize top NAF/RS for outstanding performance throughout the year	All NAF/RS locations	Whole person/team concept (i.e., production, management, etc.) Must meet criteria for item 14. Selected by RS	Annual	
20	Squadron Commander/ NAF Award/Incentive	(note 7)	Any civilian or military	(note 7)	As Required	7

NOTES:

1. In cases where recruiters were in more than one category in the fiscal year, RSOO will consider them in the category they held the longest. For all annual awards, recruiters must have been in that category for a minimum of six months.
2. To be eligible for this award a recruiter (line only) must be assigned for a minimum of 6 months. Current fiscal year production/goal is considered, with time on station, to determine this award.
3. If accessions total:
 - 39-51 three per week
 - 52-64 four per week
 - 65-five per week, etc.
4. Recruiters who attain Century Club are not eligible for this award.
5. Recruiters may qualify for Century Club if they achieve 100 or more points based on the type of accessions they produce. Points are assigned using the following formula:
 - 5 points--Unit/IMA physicians (including Oral Surgeons), and Certified Registered Nurse Anesthetists (CRNAs)
 - 3 points--Unit/IMA allied health officers (excluding Oral Surgeons and CRNAs)
 - 2 points--Stipend health professions officers
 - 2 points--Two points for NPS accessions after a total of 10 NPS. Example, if you had a total of 13 NPS for the year, total points for NPS is 16.
 - 1 point--All other categories

6. To be eligible for this award NAFs/OLs must meet the following criteria:
 - a. If NAF/OL achieves 100% or above CV requirement, they must achieve at least 100% of RS recruiting goal.
 - b. If NAF/OL is below 100% CV requirement, they must achieve a minimum of 115% of RS goal.
 - c. NAF physician senior recruiters must achieve a minimum of 115% of RS goal.
7. The director of recruiting may establish a special award/incentive to recognize exceptional achievement and/or contribution to the Air Force Reserve recruiting mission (e.g. special recruiter production award, incentives for recruiters who attain 10, 15, or 20 years in recruiting). NAF recruiting flight commander special awards may also be established on a case-by-case basis, in coordination with HQ AFRC/RSOO, approved by HQ AFRC/RS. A copy of approval letter and receipt of commodities purchased for NAF incentive awards will be kept on file IAW AFMAN 37-139.
8. For award purposes, recruiter accessions will be divided by their fair share of AFRC recruiting goal (unit/IMA), by recruiter type. For example, if RS line recruiter goal is 7,000 for the FY and there are 155 line recruiters, fair share line recruiter annual goal is 45.2. Fair share goal (RS goal) will be adjusted for time in position.
9. HQ AFRC/RSOH will validate line and ISR referral or assistance credit prior to loading into accession data base as a quality point. Quality points will count toward Century Club achievement, but not toward individual awards (except in tie-breaking situations) or goal attainment.

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